

Chevy Chase Village Board of Managers

101st Annual Meeting

April 20, 2015

BOARD OF MANAGERS

Michael L. Denger, Chair	Present
Patricia S. Baptiste, Vice-Chair	Present
Richard M. Ruda, Secretary	Present
David L. Winstead, Assistant Secretary	Present
Gary Crockett, Treasurer	Present
Robert C. Goodwin, Jr., Assistant Treasurer	Present
Elissa A. Leonard, Board Member	Present

STAFF

Shana R. Davis-Cook, Village Manager	Present
John M. Fitzgerald, Police Chief	Present
Michael W. Younes, Director of Municipal Operations	Present
Demetri Protos, Finance Director	Present
Melissa Wiak, Community Liaison/Administrative Assistant	Present

COUNSEL

Suellen M. Ferguson, Village Counsel	Absent
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Mr. Michael Denger, Chair of the Chevy Chase Village Board of Managers, called the meeting to order at 7:34 p.m.

Approval of Minutes of the 100th Annual Meeting, April 21, 2014

Mr. Goodwin moved to approve the minutes of the 100th Annual Meeting held on April 21, 2014, as drafted. Mr. Crockett seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

State of the Village

Mr. Denger noted that this is the 125th Anniversary of Chevy Chase being established as a subdivision.

CHANGES IN BOARD PROCEDURES AND ORDINANCES

At the Board's March regular Meeting, the Board Chair, Mr. Denger announced and the Board approved new meeting procedures to ensure matters of primary interest to residents in attendance are considered as promptly and effectively as possible. In setting the agenda prior to the meeting, priority in order of consideration will be given to items anticipated to have the largest audience interest. Matters traditionally considered early in the agenda, such as the Treasurer's and Police Reports will typically now be considered toward the end of the meeting. If there is a matter on the agenda involving a public hearing or public discussion where input from residents is expected, that matter will be given a time certain (e.g., 8:00 p.m.) for the matter to be considered.

If the Board is in the middle of considering another matter that could not be concluded quickly, then the discussion of that matter would be continued and resumed after the matter which had been given a specific starting time. Any consultants or Village Staff referring to maps, drawings or similar material will be asked to either provide hard copies of these materials for the audience or provide the materials in an audio-visual capable format that will be projected onto a screen so members of the audience can more easily follow along. When there are a high number of attendees, the Board Chairman will inquire of the audience at the beginning of the meeting what specific matters on the agenda they are present to hear or comment on. Depending on the responses, the Board may further reorder the agenda if audience interest requires.

The Village Treasurer, Mr. Gary Crockett, unveiled a new monthly “Treasurer’s Report”. The new report no longer reflects the way we maintain the Village’s financial portfolio—on a cash basis—but, instead “reflects” both our best projections of revenues and “expenses” we know have been incurred but not yet paid.

Adoption of amendments to the Village’s Charter to set a process for the election of members to the Board of Managers, including setting a date for the beginning of Board members’ terms, clarifying qualifications for voting and rules relating to candidacy, formally establishing the Elections Supervisors (formerly referred to as the Elections Committee) and their duties, and requiring an individual to file a certificate of candidacy and a financial disclosure statement to qualify as a candidate. We hope these changes will greatly improve the efficiency and public understanding of the local election process in the Village.

Revision of the Village’s Public Ethic Ordinance was modified to no longer require that certain mutual funds (specifically mutual funds that are publicly traded on a national scale unless the mutual fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the Village) must be reported by elected officials and candidates to be elected officials.

In November, the Board approved a comprehensive re-write of the Village’s Alarms Ordinance, resulting in a streamlined, zero-cost registration process for residential alarm systems. Previous requirements that residents obtain and pay a fee for bi-annual permits along with a registration and licensing process for alarm companies, were replaced with an initial registration requirements for alarm systems when the system is installed.

The Board approved a legislative policy which states that steps and stoops, whether uncovered or with an associated portico, which are necessary to address the change in elevation from the ground to the primary entrance of a house, and to allow for reasonable, safe access, will no longer be considered “structures” for the purposes of the covenants. A variance is still required to construct a portico or stoop forward of the front building restriction line, however, this policy will make it far easier for residents to meet the requirements for obtaining a variance.

The portico revision is consistent with Board actions over past few years to reduce the regulatory and financial burden placed on residents in the maintenance and improvement of their property. These changes—most notably the comprehensive re-write of the Building Code and the establishment of a Tree Ordinance Board which works with residents seeking to remove healthy trees from their property by coordinating on the terms of a reforestation plan—have greatly

reduced the cost and time associated with various building and landscape projects on properties in the community.

DEVELOPMENTS INVOLVING TREES, PARKS & GREENSPACES

The Village is continuing its program of planting 45 new trees each in spring and fall along public rights-of-way and in Village parks and the Buffer area. These included 10 new trees along Connecticut Avenue in the State's public right-of-way. A total of approximately 300 trees have been planted over the last three years.

An ad hoc committee created to draft long-range plans for the Village's parks presented a plan to the Village Board for the development of Newlands Park to increase the use and enjoyment of this unique park located on the east side of the Village along Connecticut Avenue. The Board has funded the implementation of this plan developed in consultation with landscape architect Ms. Lila Fendrick, Village arborist, Tolbert Feather and leadership from the Tree, Parks & Greenspaces Committees and Village staff in the current fiscal year, and refurbishment of the park is scheduled to be completed this spring.

After the passing of former 30+ year Chair of the Village Tree Committee, the Board voted to create a memorial garden to honor Mr. Robert Elliott for his years of service to the Village. A plan generated by a special committee created by the Board presented a plan for the memorial garden, which is scheduled to be developed this spring. This garden will be a substantial part of the planned refurbishment of the Large Oliver Street Park.

Establishment of a Private Property Tree Reforestation Incentive Program—Under this program, the Village will subsidize the planting of tree species deemed to be canopy-trees on private property. (up to \$175 per tree)

Refund of paid Tree Removal Permit fees upon prompt compliant reforestation—When residents reforest within six months following the removal of a tree on private property.

Adoption of a list of tree species of little value, which residents can remove—with a Village-issued Tree Removal Permit—purely due to their species without having to comply with the normal removal criteria outlined in the Urban Forest Ordinance. This change makes it far easier for residents to obtain approval for the removal of undesirable or weed trees.

VILLAGE COMMISSIONS AND COMMITTEES

A sub-committee of the Board of Managers charged with reviewing the Village's committee structure, released its final recommendations, which were unanimously approved by the Village Board. Subsequently, the Board appointed Chairs and members (where necessary) to reestablished and new committees (Financial Review, Community Relations, Charter Review) established pursuant to the sub-committee's recommendations.

Establishment of the Community Relations Committee—this committee welcomes new residents to the Village and acquaint such residents with Village operations, resources and services and to organize and provide for social activities and events. This committee, working with Village

staff, will identify and reach out to new residents shortly after they arrive in the Village to welcome them, apprise them of Village services and encourage them to participate in Village activities. The committee will also propose and work with Village staff to organize various events throughout the year that can serve as social activities for the community, such as socials, movie nights, activities/playgroups for toddlers, food drives, and community-based volunteer activities.

With assistance from the incoming Co-Chair of the new Community Relations Committee, Ms. Minh Le (Oliver Street), the Village hosted a New Resident Social on a beautiful Sunday afternoon in early October. The event was well-attended and well-received by the numerous new residents in attendance as well as the long-time residents that came out to welcome new ones to the community. The Board seeks to make this an annual if not semi-annual event similar to the July 4th Parade and Party and the Halloween and Winter Holiday Parties

VILLAGE INFRASTRUCTURE MAINTENANCE AND IMPROVEMENTS

Completed replacement of most of the Village's water, sewer and gas line infrastructure. The work was conducted by Washington Gas and the Washington Suburban Sanitary Commission (WSSC). Approximately 75% of the water, 10% of the sewer and 95% of the gas lines that service residents' homes in the Village have been replaced over the past 3 years.

Completed repaving of 85% of the Village roadways—Following the three years of major utility upgrades. 76% percent of the cost of the repaving was borne by Washington Gas and the Washington Suburban Sanitary Commission (WSSC).

Will complete the Village's brick sidewalk replacement project—In mid-October the Village's sidewalk contractor began the fourth and final year of a multi-year comprehensive sidewalk replacement project, converting all existing sidewalks to brick.

Will complete a new along the south side of the 5500 block of Grove Street—The Board approved a petition generated by residents in the 5500 block of Grove Street (located between Cedar Parkway and Kirkside Drive) for the installation of a new sidewalk along the south side of the street. Installation of the new sidewalk began in mid-April.

New Sidewalk on the east side of Wisconsin Avenue, completed—The long-awaited sidewalk along the east side of Wisconsin Avenue connecting Grafton Street with Bradley Lane has been completed. The majority of the sidewalk is wide enough to accommodate both pedestrians and bicyclists. This new sidewalk—installed by the State Highway Administration and funded through a federal grant to improve pedestrians' access to transit—will allow Village residents to access Bethesda and Friendship Heights without having to cross busy Wisconsin Avenue mid-block.

Comprehensively revised Village traffic-control signage—Finalization of a comprehensive traffic-control signage inventory and improvement project, which resulted in the removal of unnecessary and redundant signage and the installation of new signage to improve driver awareness and safety.

Deferred Village-wide installation of LED streetlights—After reviewing a report prepared by Village staff following a 10-month long effort soliciting feedback from residents on a light emitting diode (LED) pilot project, the Board voted at its regular meeting on November 10 not to proceed in replacing all existing high pressure sodium streetlights with LED, but to continue the pilot while actively soliciting residents’ feedback on the technology and on remaining dark spots that exist throughout the community. Village staff was directed to continue routine tree pruning around streetlights to increase the light output along streets and sidewalks.

In February 2015, the Board authorized paying for PEPCO to install three new LED streetlights at identified “dark spot” locations in the community. New lights—located across from the Village Hall on Laurel Parkway, adjacent to 36 Quincy Street on Brookville Road and in front of 5908 Cedar Parkway—were installed in early April.

Approved new traffic plan improving vehicular and pedestrian traffic access around the Village Hall—A traffic plan to improve vehicular and pedestrian traffic access to and around the Village Hall was approved by the Board in March following a campaign facilitated by Village staff to inform and solicit feedback from households in the immediate vicinity of the Hall. The Board-approved design plan will be advertised for construction bids this summer and the work will likely be completed by the end of the calendar year.

Completed major maintenance and repairs to the Village Hall—This work included repaving of the Public Works yard (completed in early fall), replacement of the roof and gutter system (during the winter), interior and exterior painting and restoration of two of the building’s historic windows.

Completed the purchase of two police cruisers in FY2014 and one cruiser and one administration vehicle in FY2015.

SERVICES; COMMUNITY OUTREACH

Launched newly designed Village newsletter—The new look is easier to read, which we hope will increase readership of this important monthly communication with the community.

Disseminated new 64-gallon recycling totes to Village residents—Last summer, the Board approved transitioning from small separate bins for paper and co-mingled recycling to new 64-gallon recycling totes, which allow for single-stream (no sort) recycling. The Village’s refuse and recycling contractor transports collected recyclables to a single-stream facility and has done so for years. Village residents had been separating recyclables that were co-mingled by the hauler in the truck. To avoid unnecessary separation by our residents, the Village transitioned to

the single, larger covered bins. It was also hoped that the larger, single bin would increase residents' participation in the recycling program. Response to the new bins has been positive.

Launched new monthly street sweeping service—We launched a new monthly street sweeping service, which will run March through October.

Revitalized staff-organized informational meetings—for the community including a session for owners of properties within the Village's Historic District (which included information for obtaining Historic Area Work Permits, and tax credits for work performed on historic properties), and a session on stormwater management (including information on the County's Rainscapes Program).

Establishment of a Little Free Library at the Village Hall—The Board has approved the Community Relations Committee's recommendation for the establishment of an indoor as well as an outdoor "Little Free Library" at the Village Hall. More information on both of these programs will be featured by the Community Relations Committee in future issues of the *Crier*.

During the next year, projects include:

- Ongoing comprehensive review of the Village charter—A comprehensive review of the Village Charter is underway by a Charter Revision Committee, Chaired by Board Vice Chair Ms. Patricia Baptiste. The committee's recommendations will be presented to the Board in the coming months.
- Consideration of a body-worn camera program for Village Police—The police department continues, although launch of such a program is contingent upon legislative safeguards to ensure confidentiality of the data collected.
- Ongoing consideration of a potential composting program—The Board has held several discussions regarding a potential composting program. In February, the Board considered residents' feedback to a questionnaire mailed to all households in late autumn. The Board will circulate another questionnaire this spring to further gauge interest in a local program.
- Potential liberalization of criteria for classes held in the Village Hall.

Finally, on behalf of the whole Board, thank you to the dedicated staff who make the Village run day-to-day. We want to thank Village Manager Shana R. Davis-Cook, Director of Municipal Operations Michael Younes, Finance Director Demetri Protos, Code Enforcement Coordinator, Ellen Sands, Administrative Assistant, Melissa Wiak, Supervisor of Public Works Jerry Lesesne, and Chief John M. Fitzgerald for all of the good work that they and their staffs do.

Village Manager's Report

Ms. Shana R. Davis-Cook, Village Manager, stated that this has been a year of progress for the Village. Permits issued by the Village included:

- 11 variances and 1 special permit case prepared by Permitting & Code Enforcement Coordinator, Ms. Ellen Sands, for Board consideration
- 9 administrative appeals and 22 licenses for private improvements in Village public rights-of-way were considered and approved by the Building Officer, Ms. Patricia Baptiste, and the Village Manager

- 122 administrative Building Permits were reviewed and approved including one for the construction of a new home on the east side of the Village
- Tree Removal permits for 103 dead, sick, declining or hazardous trees were issued administratively

Other projects included:

- A comprehensive review of the Village Charter.
- Infrastructure improvements
- Installation of a new roof and gutters, electrical work, and interior and exterior touch-up painting to the Village Hall
- Assessment by the Director of Municipal Operations, Michael Younes regarding converting the Village's 300+ streetlights from high pressure sodium to light emitting diode or LED. Board was able to determine that the cost of converting to LED was not warranted at this time. Staff will continue to monitor developments in this technology for potential future application.
- Launch of the newly designed Village newsletter
- The Village received a clean audit, and will end the year under budget, due in large part to the work of Finance Director Mr. Demetri Protos.

We will continue to remain transparent and to reach out to our residents through updates to our website and through our other communication platforms.

Report of Village Counsel

During the past year, Ms. Ferguson

- Prepared ordinances revising Chapters 2, 3, 6, 7, 8, and 24, and enacted Chapter 26
- Participated in the redrafting of the Village Charter
- Prepared requests for bids, contracts, and memoranda of understanding
- Provided legal advice to Department Heads with respect to numerous legal matters, such as personnel and Maryland Public Information Act issues.

Police Report

Mr. John Fitzgerald, Chief of Police, highlighted some accomplishments of the previous year, including:

- Over a 60% decline in thefts over the past two years can be attributed to residents leaving their lights on, locking their vehicles and keeping valuables out of sight, calling the Police Department when they hear or see something suspicious.
- 34% drop in crime overall, due in part to residents taking more precautions.
- All Village Police Officers trained to carry NARCAN; a nasal spray administered to individuals suffering an overdose
- Negotiated a lower cost contract with *SafeSpeed*
- All Village Police Officers trained in CIT—Crisis Intervention Team. Allows officers to reduce incidents of force when dealing with individuals who are suicidal, depressed or mentally impaired

- Stop reaccreditation by CALEA (Commission on Law Enforcement Agencies) and enact a new daily program that provides a daily compliance/audit function for police policies and tactics
- Implemented portable fingerprint scanners
- The Chief reminded residents to attend National Night Out on Tuesday, August 4, 2015 at Newlands Park and urged them to sign up for the Village email blasts and alerts

Budget Overview

Board Treasurer Mr. Gary Crockett presented the FY2016 budget. Some of the Village's reserves will be used for the construction of Western Grove Park. The Village's reserves will be kept at a more reasonable level in the next few years.

Mr. Denger adjourned the Annual Meeting and convened a meeting of the Board of Managers of Chevy Chase Village.

Board Action on Budget Adoption and Tax Levy Ordinance

Resolution No. 04-02-15:: An Ordinance to adopt the fiscal year 2016 budget and to levy a tax on certain real and personal property under the provisions of Section 6-203 of the Tax-Property Article of the Annotated Code of Maryland as amended.

Mr. Crockett moved to approve Resolution No. 04-02-15, as drafted. Mr. Goodwin seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed.

Mr. Denger adjourned the Board of Managers meeting and reconvened the Chevy Chase Village 101st Annual Meeting.

Commission and Committee Reports

Community Relations Committee: Co-Chairs Minh Le and Karen Spangler stated that the purpose of the committee is to welcome new residents to the Village. The Committee hosted a New Resident Social in October, a Family Movie Night in February, resurrected the weekly Toddler Play Group on Monday mornings and is currently sponsoring a "Dress for Success" clothing drive in the Village Hall. At its March meeting, the Board approved a "Little Lending Library", which will be available in late spring. The Committee plans to host a game night, a Red Cross Babysitting training course next month, sandwich making for Martha's Table, an ice cream social and a coat and backpack drive in the winter.

Ethics Commission: Chair Frank (Scot) McCulloch reported that the Village had no ethical misconduct investigations over the past year. Mr. McCulloch stated that the Commission reviewed four financial disclosure statements submitted by candidates for the Board of Managers and from required appointed officials.

Financial Review Committee: Chair Louis Morsberger stated that the Committee will be addressing the budget, investment of Village funds and the audit of Village finances over the course of the year.

Public Safety Committee: Chair Saul Goodman reported that the Committee continues to work with the Board of Managers and police department on public safety matters and initiatives.

Traffic Committee: Chair Porter Wheeler reiterated the Committee's focus on obtaining a pedestrian activated signal at the intersection of Connecticut Avenue and Lenox Street. He stated that the State Highway Administration plans to install a yellow crossing beacon at this intersection this summer. He commended the installation of the Wisconsin Avenue sidewalk.

Tree Committee: Chair Samuel Lawrence stated the Village planted roughly 300 trees over the past 3 years. He asserted that the Village plans to plant more trees along Village rights-of-way and encouraged residents to participate in the Tree Reforestation Incentive Program.

Western Grove Park Committee: Chair Meredith Wellington reported that the details for the park have been finalized. The Committee will be looking for bids in October, with projected completion of the park in 2016.

Environment & Energy Committee: Co-Chair Dr. Marilyn Bracken indicated that the Committee successfully launched a Sustainable Living Lecture Series. Representative Chris Van Hollen delivered the inaugural lecture on climate change. The Committee hosted an electronics recycling event at the Village Hall in March, and noted its support for the Village's composting initiatives and Montgomery County Bill 52-14, which seeks to restrict the use of pesticides on lawns.

Parks and Greenspaces Committee: Co-Chair Judy Elliott provided an update on the establishments of developments plans for various Village parks in consultation with the Village's contracted landscape architect Ms. Lila Fendrick.

Seniors Committee: Chair Betty O'Connor stated that the Committee hosted 50 programs throughout 2014 in conjunction with the local area aging in place organization, *Chevy Chase@Home*, including its annual St. Patrick's Day Party, an ice cream social and Holiday Party. This past fall, the Committee successfully launched a Zumba Gold exercise class, and is currently offering a technology class on how to use i-phones and i-pads.

Elections Supervisors: Chair Charlotte Jones Carroll reported that a new procedure requiring a certificate of candidacy and completion of a financial disclosure statement are required for all candidates running for the Board of Managers. She declared that there were four candidates for four vacancies on the Board.

Adjournment

Mr. Crockett moved to adjourn the meeting. Mr. Ruda seconded the motion. Mr. Denger, Ms. Baptiste, Mr. Ruda, Mr. Winstead, Mr. Crockett, Mr. Goodwin and Ms. Leonard voted in favor of the motion. The motion passed. The meeting adjourned at 9:47 p.m.

Attested by: Shana R. Davis-Cook, Village Manager